



CHOCTAWHATCHEE HIGH SCHOOL



STUDENT HANDBOOK

PROPERTY OF: _____

PHONE #: _____

2008 – 2009 School Year Calendar

Pre-School Planning	Monday-Friday	August 11-15, 2008
First Day of School for Students	Monday	August 18, 2008
Labor Day Holiday	Monday	September 1, 2008
<i>Elementary Early Release Day</i>	<i>Wednesday</i>	<i>September 3, 2008</i>
<i>Elementary Early Release Day</i>	<i>Wednesday</i>	<i>October 1, 2008</i>
End: 1st. Grading Period	Friday	October 17, 2008
Teacher Work Day/Student Holiday	Monday	October 20, 2008
<i>Elementary Early Release Day</i>	<i>Wednesday</i>	<i>November 5, 2008</i>
Veterans Day Holiday	Tuesday	November 11, 2008
Thanksgiving Holidays	Monday-Friday	November 24-28, 2008
<i>Elementary Early Release Day</i>	<i>Wednesday</i>	<i>December 3, 2008</i>
Winter Break Holidays	Friday-Friday	December 19, 2008 – January 2, 2009
<i>Elementary Early Release Day</i>	<i>Wednesday</i>	<i>January 7, 2009</i>
End of First Semester	Thursday	January 15, 2009
Teacher Work Day/Student Holiday	Friday	January 16, 2009
Martin Luther King Jr. Holiday	Monday	January 19, 2009
<i>Elementary Early Release Day</i>	<i>Wednesday</i>	<i>February 4, 2009</i>
Washington's Birthday Holiday	Monday	February 16, 2009
<i>Elementary Early Release Day</i>	<i>Wednesday</i>	<i>March 4, 2009</i>
End: 3rd. Grading Period	Thursday	March 26, 2009
Teacher Work Day/Student Holiday	Friday	March 27, 2009
Spring Break Holidays	Monday-Friday	March 30-April 3, 2009
<i>Elementary Early Release Day</i>	<i>Wednesday</i>	<i>April 8, 2009</i>
<i>Elementary Early Release Day</i>	<i>Wednesday</i>	<i>May 6, 2009</i>
Memorial Day Holiday	Monday	May 25, 2009
End of Semester/Last Day for Students	Thursday	June 4, 2009
Last Day for Teachers	Monday	June 8, 2009

LEADERSHIP TEAM

Principal..... Mrs. Cindy Gates
Vice Principal..... Mr. Jeff Palmer
Assistant Principal Mr. Lee Hale
Assistant Principal Mr. Rick Soria
Dean Mr. Andy Snaitth
School Resource Officers..... Officer Jackie Kitchens / Officer Tom Henry

GUIDANCE

Ms. Mary Kate Keck Director of Student Services
Dr. Judy Ring..... All students with last names A - L
Ms. Kay Brock All students with last names M - Z
Ms. Judy Kane..... AP/IB Coordinator/Counselor

NOTE:

It becomes the student's responsibility to read this document and comply with the rules/policies contained herein. Questions related to content may be directed to an administrator.

STUDENTS – (4-34) EQUITY POLICY

It is the policy of the School Board of Okaloosa County to offer students the opportunity to participate in appropriate programs, services and activities without regard to race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, parenthood, pregnancy, disability, sexual orientation, or social and family background.

PINNACLE INTERNET VIEWER

Parents and students may view grades and attendance online at any time using the Pinnacle Internet Viewer.

PROGRESS REPORTS AND REPORT CARDS

Each student will receive a mid-nine weeks progress report for each class. Report cards will be given to students at the end of each nine-week period to take home.

GRADING POLICIES

State of Florida Grading System:

A: Superior, 90-100; B: Above Average, 80-89; C: Average, 70-79;
D: Below Average, 60-69; F: Failing, Below 60.

EXAMS

State statute requires all students (including seniors) who have 10 or more absences 1st or 2nd semester are required to pass a competency exam in order to receive credit for the course.

ATTENDANCE

Frequent absences have a definite effect on grades and often are a direct cause of failure in school subjects.

1. No student will leave the school grounds prior to receiving permission from the Attendance Office.
2. Definitions of Absences:
 - A. Excused: Death in family; Appointments or illness requiring medical attention (physician's statement required); Religious holidays; School Absences verified by a parent/guardian and approved by administration.
 - B. Unexcused: Truancy or suspension.
3. All absences will remain unexcused unless verified within 5 school days by a written note from parent/guardian which should include:

- A. Student's full name and grade.
 - B. Reason for absence,
 - C. Date(s) absent, AND
 - D. Telephone number where parent/guardian may be reached.
4. Students arriving 25 minutes after their first scheduled period are to report to the attendance office for an admit slip. Prior to this, they should report to the Tardy Post.
 5. Students should enter the building immediately upon arriving on campus.
 6. The Okaloosa County School Board Attendance Policy:
 - A. Between the fifth (5th) and eighth (8th) absence (excused or unexcused) per semester in any class period, the parents or legal guardian will be notified of the absences.
 - B. After the ninth (9th) absence, a letter will be sent to the parents or legal guardian notifying them of the necessity for a doctor's excuse or an excuse from an official agency for any subsequent absence. In addition, this letter will notify the parents or legal guardian of the consequences of any additional absences. Upon the tenth absence per semester in any class period, a student who has a passing grade will be required to pass a comprehensive examination in order to receive credit for the course.
 - C. Prior to the fifteenth (15th) absence, the principal may review any absence caused by some insurmountable or extraordinary situation or event that placed an undue hardship on the student and notify the teachers that this student may make up all work.
 - D. After the fifteenth (15) absence per semester in any class period, no make-up work will be allowed. The student can still pass the class, if at the end of the semester he/she has a passing grade and passes a comprehensive exam.
 - E. After the fifteenth (15th) absence per semester in any class period, the student's parents or legal guardian can appeal to the school's attendance review committee for permission to make up missed work.
 7. A student who is not in class for at least ½ of the class time shall be counted absent for that period.
 8. **Students must check out and check in through the Attendance Office. A student may check out if a parent phones the Attendance Office to check out the student, or a student presents a note signed by his parent. The parent will be contacted before an attendance form is issued. Notes should be submitted between 6:30-6:55 am. Ninth (9th) grade students must have a parent/guardian check them out in person.**

TARDY INFORMATION

Tardy- Student is not physically in the classroom when the tardy bell rings.

Late students should report to Tardy Post.

TARDY REFERRAL PROCEDURE

Tardy 1-3Warning

Tardy 4, 5Students serve immediate detention; classwork may be made up.

Tardy 6-9Students serve immediate In-School Suspension; classwork may not be made up.

Tardy 10 & UpStudents referred to Administrator.

MAKE-UP WORK

Any student having an excused absence will be permitted to make up work (specific to the attendance/discipline policy).

1. For excused absences the student will be expected to make up the work missed during the time of absence. As a general rule all such make-up work must be completed within five school days after

the student returns to school. However, the teacher and/or principal may grant additional time for the make-up work if the individual situation warrants. If a student has been given a due date for an assignment prior to their absence, teachers may require the assignment be turned in on the first day the student returns (teacher discretion). Also, if a student misses a scheduled test during an absence, the teacher may require the make-up test on the day of return. It is the student's responsibility to check with each teacher before leaving on a school sanctioned activity to determine when make-up work is due.

2. It is the student's responsibility to contact the teacher(s) concerning make-up work.
3. A grade of zero will be assigned for missed work during unexcused absences.

HOMEWORK POLICY

1. Requests for homework will be made through the Guidance Office.
2. Such requests must give teachers at least twenty-four hours notice to prepare homework assignments.

CHEATING

When a student is guilty of cheating, the teacher shall collect the student's paper, contact the parents, refer the student to an administrator, and assign a zero on the assignment after final determination is made. The parent will be notified that a second offense will warrant an automatic suspension from school.

WITHDRAWALS

A student who withdraws from school must have his/her parent/guardian notify the Guidance Office at least a day in advance. The student should be prepared to return all textbooks and other materials, or make payment for missing or damaged materials, to the appropriate personnel.

VISITORS

The administration only allows visitation by the parent or guardian, or other persons with official school business. Those who qualify as visitors must check in at the office and secure a pass. Visitors on school property should check with front office. Visitors without legitimate school business will be asked to leave and are subject to a trespass warning or arrest. Students should not invite friends or bring children to school. Refreshments and articles unrelated to instructional material should not be brought to the school by students, parents or outside vendors. Alumni and community visitors should arrange visitations after school to ensure classes are not disturbed.

CAFETERIA

When dismissed to lunch, students are to report directly to the cafeteria.

Lunchroom Policies:

1. Take refuse to the trash receptacles conveniently located throughout the cafeteria and patio.
2. Do not take food, drinks, silverware, trays, etc., from the lunchroom or patio area.
3. Leave the lunchroom and patio in a clean condition.
4. Remain in lunchroom or on patio during lunch.

NOTE: Lunch PIN numbers will be assigned to each student by the Cafeteria Manager.

PARKING AND TRANSPORTATION

***Speed Limit on School Grounds Is 10 m.p.h.**

1. Students are to leave their vehicles and enter the building immediately. Please lock your vehicle, as the school cannot accept responsibility for theft or vandalism. Report these incidents to administrators or an SRO.
2. All students parking in the Choctawhatchee parking lot are required to purchase and display the appropriate decal on their vehicle. Students parking in an unauthorized area are subject to disciplinary actions including towing of the vehicle at owner's expense. Parking is a privilege.
3. Students who are temporarily driving a vehicle with no CHS decal must make arrangements in

the front office that will accommodate their needs. These arrangements must be made the very first day the student parks a car with no CHS decal.

LOCKERS

Students **may rent** a locker which becomes their responsibility. **Use of lockers constitutes acceptance of the responsibility for its contents.** Lockers are to be used for school related materials only. Lockers or their combinations should not be shared with anyone. Valuables should never be left in lockers. The school will not be responsible for stolen or lost items. Problems with lockers should be reported to the Attendance Office. Lockers are subject to be searched at any time by school officials or their designee.

RESTRICTED AREAS

Students are not to be in the parking lots during the school day or in the gym, auditorium, cafeteria, or outside the building without a teacher supervising. Students will be subject to disciplinary action if the above is violated. When released for lunch all students are to report directly to the cafeteria.

HATS, RADIOS, CD/TAPE PLAYERS, RECORDERS, IPODS, BEEPERS/PAGERS, LASER POINTERS, ETC.

The above items and any other items not related to instructional material are not to be brought to school. Choctawhatchee High School will not be responsible for damage, loss or theft of any of these items.

TELEPHONE/CELL PHONES

- A. Office telephones are restricted for school business only, except in cases of emergency, and may only be used with teacher permission. Students are not to use the phone during class periods. Phones in the classroom are for school-related activities and not student phone calls.
- B. Cell phones should be turned off during school hours. Students using cell phones during school hours are subject to Administrative Discipline.

BUSES

Students riding a bus are under the supervision of the bus driver according to the same regulations of those imposed by a classroom teacher. All local and state safety regulations will be enforced. Buses are provided for students living outside a two mile radius of the school. Bus routes/stops are posted outside the Attendance Office.

STUDENT SERVICES/GUIDANCE

Schedule corrections will be accomplished only during the first week of classes.

Schedule corrections from one class to another will be made based **only** on the following criteria:

- The student is missing a graduation or scholarship requirement.
- The student has previously failed under an assigned teacher.
- The student is missing a class period and/or has too many classes on the schedule.
- The student has attended summer school and/or made up the course.

Schedule Correction Procedure:

- Complete Schedule Change Request Form.
- Obtain required signatures: student, parent, and teacher of the course to be dropped.
- Return Request Form to the Guidance Office in designated Drop Box. Note: incomplete forms will not be considered.
- Guidance will respond to your request and notify you by note and/or appointment.
- Student will remain in original course until they receive notification from their Guidance counselor.

MEDICATION

1. Parents must deliver all medications to the nurse. Students may only take medication under the supervision of the school nurse or the principal's designee.
2. The student must also bring the parent release form required for dispensing said medication.
3. The form may be obtained from the nurse.
4. Unclaimed medication will be destroyed after the close of the school year.

ILLNESS

Students who become ill during the day should report to the nurse for assistance, after informing their supervising teacher.

STUDENT INJURIES

Students who are injured on school grounds are to report directly to the supervising teacher and/or the nurse. Accident reports should be completed for each incident regardless of severity.

HARASSMENT/DISCRIMINATION

The School District of Okaloosa County adheres to policy which prohibits sexual harassment and/or discrimination. Problems should immediately be reported to your teacher or administrator.

HALL PASSES

During class time, students may not be in the hallways without their Student Planner signed by a teacher or an administrator.

WHO TO SEE ABOUT . . .

Lost & Found	Attendance Office
Elevator.....	Front Office
Lockers	Mr. Soria
Sports.....	Coach Thomas
Student Activities	Ms. B. Smith & Ms. Renna
Debate / Speech/Drama	Mr. Rushing
ROTC.....	CMSgt. Washington/Maj. Sluschewski
Chorus	Ms. Denham
Cheerleaders	Ms. Onianwa
Indianettes	Ms. Watson
Band/Flags/Winter Guard	Mr. Nelson & Mr. Hannah
Senior Supplies.....	Mr. Soria
Tutors.....	Guidance/Media Center
IB/AP.....	Ms. Kane
Aviation Institute	Mr. Murphy
Nurse	Ms. Pugh

MEDIA CENTER

ADMITTANCE: Student passes are not required before and after school, but they are required at all other times. Students are to sign their first and last names in the book provided. Students with a "no class" must show their student ID. Students should have a purpose for visiting the Media Center, whether it is to read, check out a book, or do research. No students will be permitted to leave the lunch area to go to the Media Center after the lunch period tardy bell rings.

CIRCULATION:

1. A student ID must be presented to check out any Media Center materials.
2. Books may be checked out for two weeks and renewed for an additional two weeks.
3. Reserved books and reference books may be checked out each night and are due BEFORE 1st period the next school day.
4. Overdue notices will be sent to the student's SPEAR class.
5. Retail price is charged for all lost books.
6. A student must clear his/her library record before withdrawing from school.

COMPUTER/INTERNET ACCESS:

The Media Center provides computers for student use. Students must provide their student ID verifying permission to use the Internet. Computers are to be used for research and online classes. Students may not e-mail, download or play music or games, or enter chat rooms or journal sites. Accessing inappropriate sites per school policy will result in a discipline referral.

SCHOOL STORE: The School Store is housed in the Media Center. The inventory consists of basic supplies such as pens, pencils, paper, folders, poster board, computer disks and CD's.

COPIER SERVICE: A photocopier is in the Media Center for student use. **Cost is \$.10 per page.**

HOURS: The Media Center hours are flexible, with extended hours two days a week. Times will be posted in the Media Center and on the school's website.

BOOKS & MATERIALS

Students are responsible for ALL books and materials issued to them.

DRESS CODE

Parents please help us with the dress code by keeping this policy in mind when shopping for school clothes.

Extremes in dress, hair styles, make-up, jewelry, etc. are in violation of the dress and/or grooming code.

1. No hats, head covering or head bands are to be worn or to be brought into the building by males or females.
2. Clothing bearing inappropriate slogans or pictures are not permitted (i.e. alcohol, drugs, sex symbols, racial remarks, or sexual connotations).
3. Shoes or sandals must be worn at all times. Due to safety considerations, house shoes or slippers are inappropriate.
4. Hair style must not interfere with student's vision.
5. Tank tops, thin-strapped tops, tees, and similar shirts or blouses are not permitted. The midriff must be covered at all times and undergarments must not be exposed at any time. Skin may not show at any time, front or back (standing, sitting, arms raised etc..) No low cut necklines nor off the shoulder shirts may be worn. **No pajamas may be worn.**
6. Hair must be neat and clean at all times. No beards or mustaches may be worn to school. Exception: written verification from Physician stating medical problem.
7. Students who voluntarily participate in activities that require certain uniformity in personal grooming may be required to groom themselves in a more moderate fashion during the time that they are participating in that particular activity.
8. School Board policy states that the minimum length of clothing should approach the top of the knee. (Clarification: approximately three inches)
 - A. Extreme mini-skirts and extreme shorts are inappropriate.
 - B. Biker shorts and similar form-fitting attire are inappropriate.
9. Pants, skirts and/or shorts that sag below the waistline or must be held in place with the hands are not allowed.

10. Any form of dress or grooming that distracts others or is disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted.
11. Due to safety considerations, extremes in body piercing jewelry will be prohibited.

ID BADGES

All students will be issued an I.D. Badge during the first few days of school. Students will be required to possess or wear the badge while on the CHS campus. Students will be required to produce their I.D. badge when requested to do so by Choctawhatchee High School staff. Badges will be required for a wide variety of student activities including but not limited to the following: Checking out books, access to computers, buying student tickets to school events, guidance department services, taking exams etc. Failure to possess and produce I.D. badges when required will result in disciplinary action. The cost of replacement badges will be incurred by the students.

INTERNET RESOURCES

Teachers use the Pinnacle software system to calculate averages and post assignments. The Parent Internet Viewer (PIV) website can be accessed through the Choctaw website at www.choctawindians.net. A user name and password may be obtained by telephoning 833-3614, ext. 618.

